



## WASHINGTON COUNTY BOARD OF SUPERVISORS

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### CLERK OF THE BOARD

Debra R. Prehoda

### ARGYLE

Robert A. Henke, Chairman

### GRANVILLE

Matthew Hicks, Vice Chairman

### CAMBRIDGE

Cassie Fedler

### DRESDEN

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### EASTON

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### FORT ANN

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### FORT EDWARD

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### GREENWICH

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### HARTFORD

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### HEBRON

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### JACKSON

Jay B. Skellie

### KINGSBURY

Dana Hogan

### PUTNAM

John R. LaPointe

### SALEM

Seth M. Pitts

### WHITE CREEK

Robert E. Shay

### WHITEHALL

George Armstrong

### \*\*\*FOR INFORMATION ONLY – NOT A LEGAL NOTICE\*\*\*

### MEMO

TO: Chairman of the Board  
Members of the Personnel Committee:  
Supervisors LaPointe, O'Brien, Shay, Suprenant, Pitts

FROM: Clerk of the Board

Chairman LaPointe has scheduled a **Personnel Committee** meeting for **Thursday, October 13, 2016 at 9:00 am** in the Board of Supervisors' Conference Room #1, B244A, 2<sup>nd</sup> Floor, County Office Building B, 383 Broadway, Fort Edward, New York.

### The Agenda is as follows:

1. Call to Order
2. Accept Minutes – September 8, 2016
3. Department Staffing Requests/Staffing Pattern Changes:
  - A. Sheriff/OFA
    - 1.) **Dietetic Service Supervisor (Sheriff)** – Expanded Duties to Include OFA Nutrition Program Coordinator – Grade 14 to Grade 18 (Remove Nutrition Program Coordinator from OFA Staffing Pattern)
    - 2.) **Cook Supervisor** – New Positions (2) - adding 2 to Staffing Pattern – removing “Cook” (2) from Staffing Pattern – Grade 10
4. Other Business
  - A. Handbook Revision – Cancer Screening
5. Adjournment

\*\*\*\*Committee Members: Please notify this office if you are unable to attend.\*\*\*\*

DATE: October 7, 2016  
Fort Edward, New York